



**GOVT. OF JAMMU & KASHMIR**  
**RANBIR GOVT. PRESS**  
**JAMMU**

OFFICE OF THE GENERAL MANAGER RANBIR GOVT. PRESS  
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# INTRODUCTION

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- The Govt. Press, Jammu was established during Maharaja's Rules and with the passage of time it remained functional under the Administrative Control of various Deptts. like Industries and Commerce, Labour and Employment and Presently under ARI & Training Department. Prior to the year 1978, there was one Deptt. with the Combination of Sty. and Office Supplies, Govt Press Jammu and Govt. Press Srinagar. and was being Controlled by one officer as Controller of Sty and Office Supplies, being Head of the Deptt.
- It was only in 1978, when the reorganization of the Deptt took place and both the Govt Presses were bifurcated from Stationery and Office Supplies Deptt. The General Managers of the both the presses were appointed as Head of the Deptts. of the two Government Presses with one Manager, one Asstt. Manager and one Accounts officer for smooth functioning of the Department.

# Main Features / Functions:-

- The main function of this Department is to print various forms, Registers Books, SRO's Notifications, Govt. Gazette, Annual Budget, Legislative Assembly Proceedings, Election Material etc. of various Govt. Deptts. according to their requirement on book adjustment basis/cash payment basis etc. Besides, the printing jobs are allocated to this Department by various Govt./Semi Govt. and Autonomous bodies as per their requirement and other infrastructural supports available with the press. To achieve this target, the jobs are prioritized and processed. Although individual outputs are fixed for the operative hands, working in pre-press, press and post press sections, such outputs always do not help to complete the jobs in hand as per the delivery schedule fixed due to various unforeseen administrative reasons. Therefore, maximum output is obtained from every individual official at all stages of execution of the work through motivation and with better inter-personal relations maintained in the units.



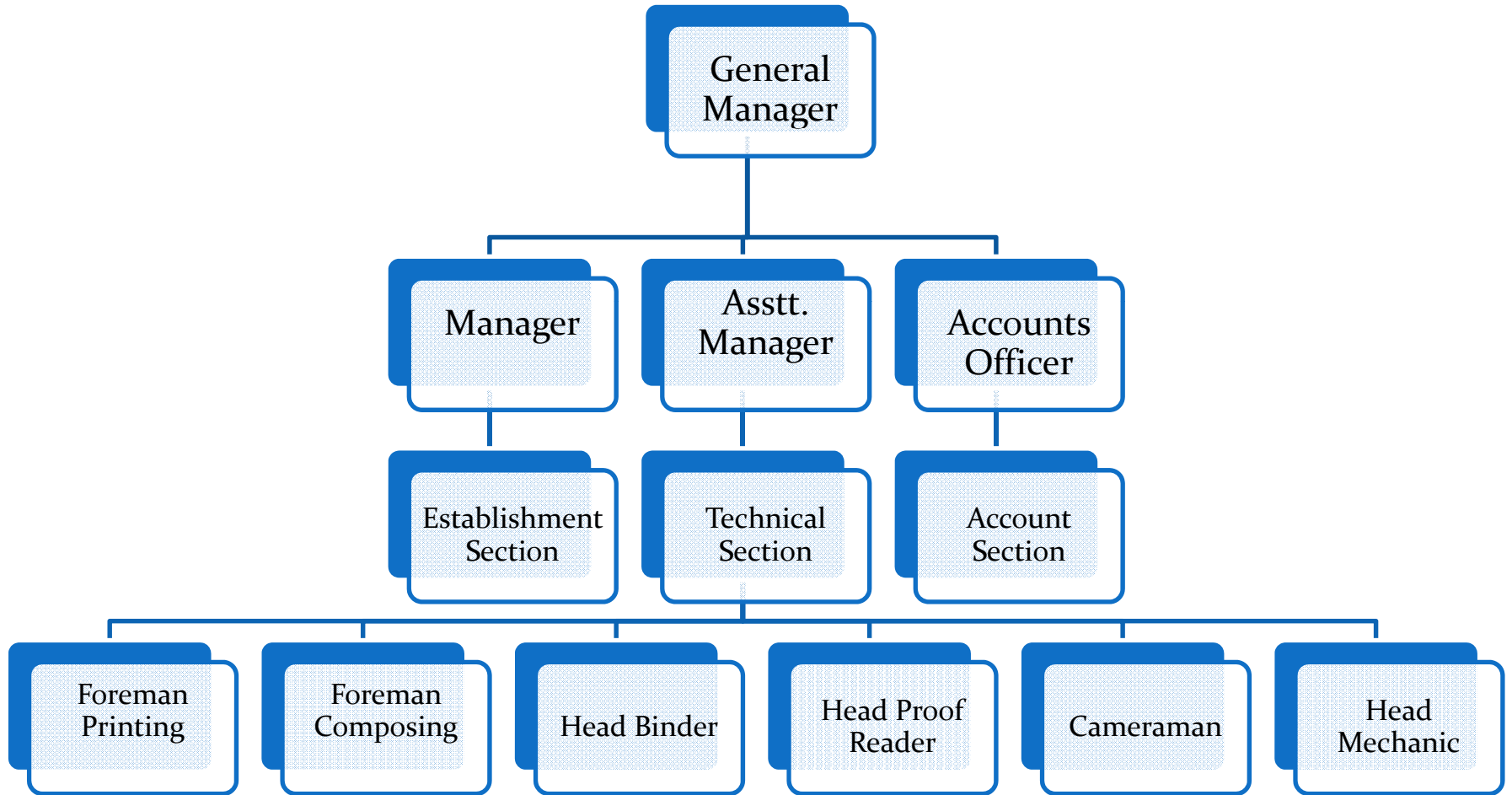
# Organisation

The press is divided into three main

Section for better planning :-

1. Administrative Section
2. Technical Section
3. Accounts Section with overall supervision/control of General Manager.

# Organisation Chart





## Administrative Section :-


- Manager
- Section Officer
- Head Clerk
- Sr. Asstt./Jr. Asstt.
- Jamadar/orderly.



## Technical Section :-

- Asstt. Manager
- Bill Computer
- Outturn Checker  
Section.

} Bill Computing

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- The technical section is further divided into various sections headed by concerned Section Holders/Foreman's to coup up with the requirement of various department.
  - **Pre-Press** :- (i) Computing Section (ii) DTP Section (iii) Urdu DTP Section (iv) Reading Section (v) Camera/plate making Section
  - **Press** :- (i) Printing Section.
  - **Post-Press** :- (i) Binding Section.
  - The functioning of these Sections are as under :-



## A. Pre-Press :-

- (i) **Computing Section**:- After receiving the requirement from the intending departments, work dockets and estimates are made in the Computing Sections before sending the same to D.T.P Section.
- (ii) **D.T.P Section** :- After receiving the docket from Computing Section, the English/Hindi related matter are being designed/typed in this Section as per the requisite format of the intending department.
- (iii) **Urdu DTP Section** :- All the jobs related to urdu language are being typed in this Section.
- (iv) **Reading Section**:- All the typed job received from either DTP Section or Urdu DTP Section are being read thoroughly in this Section for proof reading/pointing out the mistake, if any.
- (v) **Camera Section** :- The work of Camera Section is making plates of required sizes for printing the material in the Printing Section duly approved by the indenting department wherever required.



## **(B). Press :-**

### **Printing Section. :-**

The printing plates received from Camera Section are being carried out (jobs) on the printing machines according to their sizes.



## **(C) Post Press**

### **Binding Section :-**

The material received from Printing Section in loose form are stitched/binded in the Binding Section for making delivery to the intended Departments.



## Accounts Section

- Accounts Officer
- Accountant
- Accounts Asstt.

# Purchase of Paper and Paper Products/Machinery :-

The Purchases are made on the rates, terms & conditions approved by Central Purchase Committee headed by Director Sty. and office Supplies, with both the General Managers, Accounts officer, Stationery & Office Supplies and Joint Director Industries as its Members.

# Unit Purchases of Allied Material

Unit Purchases Committees have been constituted with General Manager as Chairman, Asstt. Manager, Accounts Officer one representative of Adm. Deptt. (A.R.I) not below the rank of Under Secretary to Govt. and one member from Industries Deptt. as Members.